

# Presbytery of Des Moines

## Position Description

**Title:** Part-Time Interim General Presbyter

**Purpose:** The purpose of the position is to be a facilitator in guiding the presbytery so that all voices will be heard in discovering its mission and in helping the presbytery identify the organizational and staffing structures necessary to execute that mission. Further, the individual will guide the presbytery through changes to its mission, organization and staffing.

**Accountability:** The Interim General Presbyter Is called by the Presbytery of Des Moines, after consultation with the Synod of Lakes and Prairies, to serve the presbytery, its congregations and pastors and is accountable to the presbytery through its personnel committee. The Interim General Presbyter will not be eligible for the permanent position.

**Qualifications:** The individual will be....

- Committed to serving Jesus Christ who head of the Church (universal), understanding the Church's mission is in joyful participation in Christ's ongoing life and work. (F-1.0201)
- Ordained as Ruling Elder or Teaching Elder in the Presbyterian Church (USA) or in a denomination in full communion with PCUSA and is knowledgeable of PCUSA and its organization and governance.
- Experienced in formulating discernment strategies in organizational self evaluation and in identifying organizational goals and objectives.
- Able to work well with laity and clergy in building trust and in meeting the challenges and opportunities of the diverse ministry expression of the presbytery. These include urban, suburban, town, rural and immigrant settings.
- Possessing strong strategic, organizational, financial and discernment skills.
- Trained or experienced with conflict management and conflict resolution.
- Able to demonstrate successful administrative work.
- Pastorally sensitive with strong relational skills toward clergy, elders and congregations, serving all with energy, imagination and love.
- Able to model quality two-way communication and will promote clarity and transparency within the presbytery.

- Possessing excellent verbal and written communication skills and has working knowledge of computing and electronic communication technologies.

**Responsibilities:** The individual will...

- Work collaboratively with councils, boards, committees, commissions and task forces of the presbytery in building relationships.
- Serve as head of staff, guiding the staff in effectively accomplishing the work of the presbytery and creating positive working relationships between the presbytery and its staff.
- Help develop and implement a working budget of the presbytery.
- Help the presbytery through strategic activities in discerning its mission. This may include but is not limited to evaluating its culture, challenges and opportunities as a diverse witness of the church of Jesus Christ and serve as an advocate for the presbytery's mission-relevant ideas and opportunities.
- Practice discernment and relational building with congregations and pastors.
- Work with the presbytery, participate and contribute to a review of presbytery policies and procedures in order to more accurately reflect its mission, helping the presbytery identify indicators of risk and ways of reducing inefficiencies.
- Serve as a liaison in discussions and events with other presbyteries, the Synod of Lakes and Prairies and the General Assembly and willing to travel related to those discussions.
- Work in a collaborative and professional way with the Stated Clerk.
- Serve as the representative of the Presbytery of Des Moines to other ecumenical bodies.

**Evaluation:**

- 60 day probation with review by the Personnel Committee who reports to the presbytery.
- One-year review from anniversary date.
- Annual review if continued beyond one year.

**Terms:**

Exempt, part-time salaried at 33 hours per week.

- 30-day notification of termination either by presbytery or interim general presbyter
- Works at-will of the presbytery.
- Dissolution by majority vote of the presbytery.

**Compensation:**

Cash Salary	50,000	
Benefits	17,500 (individual) 18,250 (family)	
Travel	6,600	
Continuing Education	1,500	
Professional Expense	400	
<u>Total Call Package</u>	<u>\$76,000</u> (individual)	<u>\$76,750</u> (family)

**Affirmative Action/Equal Employment Opportunity Statement**

It is the policy of the Presbytery of Des Moines not to discriminate against any employee or any applicant for employment because of age, race, religion, color, handicap, gender, physical condition, developmental disability, sexual orientation or national origin and to conform to its By-Laws and Manual of Operations.